



July 14, 2021

Q/A for RFP: Racial Equity Strategic Plan

1. For "Exhibit D: CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE CONTRACTOR/SUBCONTRACTOR" should we include all project personnel, including non-key staff, such as financial and admin assistants?

There should be an entry on the Certificate for each person listed in response to Exhibit C.II.B.3 Personnel Summary.

2. For "Exhibit D: CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE CONTRACTOR/SUBCONTRACTOR" the form only has room for three staff names. Can we add additional lines for more staff names – or should we submit multiple certificates (with three names max for each)?

Submit multiple copies of the Certificate as needed. Please don't alter the form in any way (add lines, etc.).

3. Should the subject line of the email with the proposal submission be the same as the subject line for these questions ("MCTEH Strategic Planning Services") - or other?

Correct. That line was inadvertently deleted.

4. Can we write a scope (and Schedule/Timeline) that extends past 12 months given the size of the region or should we propose a scope/timeline that is carried out over 12 months and ask for an extension at a later date if needed?

Please state in the proposal what your preferred timeline would be.

5. What is the preference for the final product/deliverable - a high level statewide strategic plan for equity or a plan that also includes specific recommendations and strategies for each CoC?

Ideally, we would like a high-level strategy that also includes recommendations and strategies that can be adapted for each CoC.



6. Is it expected that some of the bidder's budget will be used to compensate partners with lived expertise during the process (and should we include that as a line item in our submitted budget) or will each CoC be expected to provide those funds?

The vendor should be prepared to offer financial compensation to folks with lived expertise out of their budget.

7. For the Assessment Process, will the contractor be required to assess all the organizations included in the CoC or can the assessment be done with a selected sampling of the organizations?

A targeted sampling of CoC organizations would be acceptable.

8. Exhibit D is listed on page 23 of the RFP, but that page is mostly blank. Is the form on page 24 the entirety of what is needed for that certificate verifying project personnel? Should the bidder submit a separate copy of the certificate on page 24 for each proposed staff member?

Yes, page 24 is the entire form. It contains lines for at most three personnel. There is no need to complete one form for each person, however such a submission will be accepted and will not affect your proposal scoring.

9. For "Provide Funders affiliated with the MCTEC with an understanding of how they can advance racial equity work happening within this sphere..." - does this include private and/or public funders?

This would include both private and public funders, although the primary funding of housing and homeless services is provided by the Michigan State Housing Development Authority and the Michigan Department of Health and Human Services, both of which are very active in the MCTEH.

10. Is the expectation that this Strategic Plan will cover only the homeless response system or include other systems where many of the root causes reside?

We encourage vendors to include other systems outside of the homeless response system in their assessment and action items.



11. It is indicated that the majority of the work will be done remotely. If Covid-19 allows, are you open to in-person community meetings? If, so, should we include travel costs in our proposal?

Given the size of the state, we would encourage vendors to leverage remote meetings as much as possible. If there are meetings or events that the vendor believes need to be in person then please budget for the appropriate travel.

12. Are there any page limits for the proposal or any of the proposal sections?

While MSHDA encourages succinctness, please take the space you need to best explain and convey your ideas. Your proposal will be scored on content, not length.

13. The URL to per diem rates (on page 20 of the RFP) is not working. Is there another link we should use?

Acrobat clipped the link at line's end. Please copy the entire link into your browser and it will work correctly.

14. Under Section E.2 Budget it requested we provide hours, rate and work assignment for each staff person. Can we list their role in the budget and reference the information provided in Section B: Management and Personnel where we will provide activities/assignments associated with each role, or should we also include a high-level version of that in the budget?

While either is acceptable, for clarity, just list the role in the budget and reference the information you supply in Section B.